



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District:

DISASTER RECOVERY FINANCE MANAGER

The Disaster Recovery Finance Manager is responsible for the oversight of the General Ledger functions of the Virgin Islands Housing Finance Authority's (VIHFA's) Community Development Block Grant Disaster-Recovery (DR) Division including staff oversight and coordination with other functions across the CDBG-DR Division. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Supervises, coordinates and administers CDBG-DR accounting operations within General Ledger functions, including invoice review and processing, DRGR drawdowns, A/R invoicing, A/P disbursements, payroll reimbursement and grantee's and subrecipient's capital asset and inventory supplies management.
- ⇒ Direct and manage the financial process to ensure accurate recording of accounting journal entries; reporting of receipt and expenditure of grant funds while maintaining appropriate internal controls and timely input of data into the Disaster Recovery Grants Reporting System (DRGR) and internal grant and financial systems.
- ⇒ Approves draws and financial reporting in DRGR including proper reporting of program revenue, program expenses, payroll and various other accounts as required by HUD and other applicable regulations.
- ⇒ Ensures that the general ledger financial records are maintained in compliance with Authority policies, HUD requirements and GAAP. Ensure that financial files are organized and accessible for periodic HUD monitoring and other internal and external parties.
- ⇒ Assist with the month-end and year-end financial functions to ensure the timely periodic closings associated with the CDBG-DR grant.
- ⇒ Assist in the development, implementation and maintenance of accounting and grant systems related to accounting functions including upgrades and ongoing access requirements.
- ⇒ Assists Disaster Recovery Finance Director with the coordination of tasks related to both internal and external audits in the periodic review of the Authority's CDBG-DR financial records and responsible for assisting with the execution of agreed-upon recommendations, related to areas of responsibility, resulting from the audit.
- ⇒ Assists human resource functions with recruiting, selecting, training, and disciplining employees, in addition to other assigned functions as needed.
- ⇒ Performs other duties as requested by the Disaster Recovery Finance Director to ensure the sound financial administration of the CDBG-DR Program.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Accounting or Finance field required.
- ⇒ **Experience:** At least 8 years of Accounting and/or Finance experience. At least 2 years in a supervisory/management role. Disaster recovery experience, and/or knowledge of CDBG or CDBG-DR, DRGR, QPR or other types of federal reporting, a plus. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** Experience with financial management of federal programs including grant accounting. Strong working knowledge of GAAP, internal controls and financial reporting. Knowledge of governmental accounting preferred. Working knowledge of regulations governing federal programs such as the CDBG and CDBG-DR Programs. Superior communication skills - oral, written and listening. Strong presentation skills and the ability to communicate effectively in front of groups. Strong time management and project management skills. Proficiency in the use of Microsoft Word, Excel, Outlook, and PowerPoint. Ability to work in a fast-paced environment. Valid Driver's License.

SALARY: \$62,400-\$76,960 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, June 19, 2020; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer